



Council of Canadian Administrative Tribunals
Conseil des tribunaux administratifs canadiens

CCAT Outreach and Engagement Committee

Terms of Reference

Introduction

The Outreach and Engagement Committee is a permanent committee of the Board of Directors and has been given the authority, responsibility and specific duties as described below. Given the breadth of the Outreach and Engagement Committee's authority, responsibility and specific duties, it may establish various sub-committees to assist its work.

1. Purpose

The purpose of the Outreach and Engagement Committee is to propose, plan, and coordinate activities to advance CCAT's mandate to recruit, facilitate interaction and sharing among members of the administrative justice community.

2. Committee Membership and Structure

The Outreach and Engagement Committee will include at least two (2) Directors of the Board. An invitation will be issued to CCAT members following the Annual General Meeting of Members to participate on the Outreach and Engagement Committee. The Board of Directors will nominate and elect the Chair of the Outreach and Engagement Committee during its first meeting following the annual meeting in each year. The Outreach and Engagement Committee should consist of a good mix of administrative law practitioners from various jurisdictions (e.g., municipal, provincial and federal tribunals) across various geographic regions. Committee members are expected to attend a minimum of 6 times annually with 4 Committee meetings lasting approximately one hour each. There may, as necessary, be follow up communication amongst committee members as necessary. Meetings may be held at any time and place within or outside of Canada, in-person, virtually, or by conference call as determined by the Committee itself.

3. Volunteer Expectations

CCAT relies heavily on volunteer participation to accomplish its goals and objectives due to limited human and financial resources.

Committee members are expected to consider and identify ways to expand and sustain CCAT's reach to a more diverse membership that is representative of jurisdictions across Canada and the scope of tribunals' areas of work and facilitate engagement and communications among tribunals and members.

Volunteers should have an interest in and knowledge of current marketing and communications principles and practices and have a strong network.

Committee volunteer participation will be reviewed by the Chair if a member is absent from three (3) consecutive Committee meetings during the year. Members are required to advise the Chair in advance if they are unable to attend a meeting.

CCAT is not able to provide any remuneration to volunteers due to limited resources. It is anticipated that participation on the committee will provide an opportunity to give back to the administrative justice community, build skills and an expanded network. CCAT will recognize members by identifying them on CCAT's website. CCAT will also, upon request, send a letter of appreciation to the volunteer in recognition of their contribution.

4. Responsibilities and Duties

The Outreach and Engagement Committee's authorities, responsibilities, and duties include but are not limited to:

- Coordinating efforts related to promotion and awareness of CCAT's value, successes, events and educational products through various communications channels including its website and social media to recruit and retain members
- Facilitating engagement and communications among tribunals and members
- Overseeing CCAT's website and social media content in line with CCAT's Social Media Policy
- Managing the Annual Student Essay Contest
- Reviewing CCAT's membership structure, as necessary, and providing recommendations to the Board

5. Resources and Authority of the Committee

The Outreach and Engagement Committee may request any information or reports necessary to carry out its duties and may request any CCAT officer or contractor to attend an Outreach and Engagement Committee meeting. CCAT shall provide appropriate funding for the payment of work approved by the Board of Directors to be completed by the Outreach and Engagement Committee.